

MILITARY DEPARTMENT  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road - P.O. Box 269101  
Sacramento, California 95826-9101



S: 17 August 2009

CAJS-J1-SP

2 July 2009

MEMORANDUM FOR State Active Duty Supervisors and Service Members

SUBJECT: State Personnel Policy Memorandum 2009-10  
State Active Duty Evaluations for Period Ending 30 June 2009

1. All State Active Duty personnel must be evaluated annually and documentation forwarded to reach the State Personnel Office no later than 17 August 2009. Chapter 13, Performance Evaluations, CA ARNGR 600-1/CA ANGI 36-2601 outlines the procedure and instructions. Each OTAG Form 900-20 (1 Feb 08), State Active Duty Evaluation of Performance, will be reviewed by this Office to insure scores are determined equitably, without bias or prejudice, and according to expected and published standards in the regulation and at the rear side of the form.
2. The OTAG Form 900-20, (Dated 1 Feb 08) can be found on the web portal page URL at: <https://portal.ca.ngb.army.mil/sites/admin/OTAG%20Forms/Forms/AllItems.aspx>. Only the form dated 1 Feb 08 will be accepted.
3. Service members with an appointment on or after 1 April 2009 do not require evaluation at this time; however, I highly encourage each supervisor to provide an initial evaluation for each soldier/airman they supervise at the end of their 90 day minimum window.
4. Deputy Adjutants General, Army and Air Division and the Director of the Joint Staff will be provided appropriate registers of personnel due a 2008-09 evaluation.
5. I look forward to receiving all evaluations before the suspense date and keeping each of the Divisions and The Adjutant General apprised of your success. Please feel free to contact my Deputy, CW5 Robert Vance at 916-854-3077, DSN 466-3077 or the undersigned at 6-3678, (916) 854-3678 or DSN 466-3678, if you have additional questions or concerns.

FOR THE DIRECTOR, JOINT STAFF:

*Jeffrey W. Magram (2 July 09)*  
JEFFREY W. MAGRAM  
Lieutenant Colonel, CA ANG  
Director, State Personnel Programs

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